

SECTION 00100
INSTRUCTIONS TO BIDDERS

PART 1—GENERAL

1.1 BASIC INFORMATION

- A. The following is a list of basic bidding information for the convenience of Bidders. If discrepancies between information contained in this section and other Bidding Documents are uncovered, the requirements of the other Bidding Documents shall govern.

The entire project must be bid by a Single Prime General Contractor. Work does not need to be performed under separate prime contracts. Please disregard the reference of the need for separate Prime Contracts for Mechanical, Electrical, etc.

1. Project Title: **Health Care Center No. 10 - Interior Improvements and Additions**
2. Project Location:
**Health Care Center No. 10
2230 Cottman Avenue, Philadelphia, PA 19149**
3. Bids must be submitted prior to the deadline indicated on the Project Manual Cover.
4. Bids shall be delivered to the Philadelphia Redevelopment Authority (PRA), 1234 Market Street, 16th Floor, Philadelphia, PA, Attn: Robert LaBrum, Director, Design and Construction.
5. Submit one (1) original, complete, signed, Bid for Project.
6. Allowances are included.
7. Bids shall be valid for 60 calendar days after bid opening unless otherwise mutually extended by PRA and apparent low bidder.
8. Access to the site for inspection by the Bidders will be part of the mandatory pre-bid conference scheduled on the cover.
9. It should be understood and agreed by this bidder that funding for this project will be partially certified. It should be further understood that additional funding is subject to councilmatic appropriation of funds. Should the PRA fail to appropriate the necessary additional funds for this project, the Contract for that portion of the work not funded shall terminate automatically, without penalty, cost or liability to the PRA.

1.2 INVOLVED PARTIES:

- A. Contracting Agency:
Philadelphia Redevelopment Authority (PRA), 1234 Market Street, 16th Floor,
Philadelphia, PA, 19107
Robert LaBrum, Director, Design and Construction, Phone: 215-448-3046
Dennis Torres, Architect, Phone: 215-448-3075
- B. Project Architect:
Bolender Architects
2118 Locust Street, Philadelphia, PA 19103

HEALTH CARE CENTER NO. 10
INTERIOR IMPROVEMENTS AND ADDITIONS
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Phone: 215-731-0390

- C. Mechanical, Plumbing, Electrical & Life Safety Engineer:
Sera Engineering
1700 Sansom Street, Philadelphia, PA 19103
Phone: 215-438-4464
- D. Structural Engineer:
Anne Rothman Structural Engineering, LLC
100 E. Lancaster Avenue, Suite 203, Wayne, PA 19087
Phone: 610-688-2566
- E. City of Philadelphia:
Department of Public Property

1.3 DEFINITIONS

- A. Refer to Section 00700, "Standard Contract Requirements".

1.4 BIDDER'S REPRESENTATIONS

- A. Each Bidder by submitting a Bid represents that:
 - 1. The Bidder has read and understands the Bidding Documents and the Bid is made in accordance therewith.
 - 2. The Bidder has visited the site and is familiar with the local conditions under which the Work is to be performed and has correlated site observations with the requirements of the proposed Contract Documents.
 - 3. Bid is based upon the materials, systems and equipment required by the Bidding Documents without exception.
- B. The PRA assumes no responsibility for any representation made by any of its officers, agents, or employees concerning the nature of the Work or the general and local conditions unless such representation is included in the Contract Documents or Addenda.

1.5 BIDDING DOCUMENTS

- A. Copies of the Bidding Documents are available from Philadelphia Redevelopment Authority (PRA), 1234 Market Street, 16th Floor, Philadelphia, PA, Attn: Robert LaBrum, Director, Design and Construction.
- B. Only complete sets of Bidding Documents are available. No individual pages or partial sets will be issued. Errors or misinterpretations in the Bid resulting from the use of incomplete sets of Bidding Documents will not give cause to adjust the Contract.
- C. PRA, in making copies of the Bidding Documents available on the above terms, does so only for the purpose of obtaining Bids on the Work and does not confer a license or agreement for any other use.
- D. Title to all Bidding Documents shall remain with the PRA.

1.6. INTERPRETATION OR CORRECTION OF BIDDING DOCUMENTS

- A. Bidders shall promptly notify the PRA of any ambiguity, inconsistency or error which they may discover upon examination of the Bidding Documents or of the site and local conditions.
- B. Bidders requiring clarification or interpretation of the Bidding Documents shall make a written request which shall reach the Project Coordinator at least six (6) calendar days prior to the deadline for submission of Bids.
- C. Clarifications or interpretations received prior to deadline for submission of Bids shall either be addressed in an Addendum which may also include an extension of the deadline for submission of Bids, or at the sole discretion of the PRA, no additional information will be issued and the Bidders shall comply with the Bidding Documents as they exist.
- D. Any interpretation, correction or change of the Bidding Documents will be made by Addendum. Interpretations, corrections or changes of the Bidding Documents made in any other manner will not be binding, and Bidders shall not rely upon such interpretations, corrections and changes.

1.7. SUBSTITUTIONS

- A. Requests for substitutions shall comply with Section 01630, "Substitution Procedures."

1.8. ADDENDA

- A. Addenda will be mailed or delivered to all known to have received a set of Bidding Documents or Qualified Bidders after the questionnaire due date.
- B. Copies of Addenda will be made available for copy and inspection at the Procurement Office.
- C. Each Bidder shall ascertain prior to submitting Bid that Bidder has received all Addenda issued, and shall acknowledge their receipt in Bid.

1.9 BIDDING PROCEDURES

- A. Form and Style of Bids:
 - 1. Submit Bids on forms provided in the Loose Proposal package.
 - 2. Fill in blanks on the Bid by typewriter or otherwise in ink.
 - 3. Where so indicated by the makeup of the Bid, express sums in both words and figures.
 - 4. The signer of the Bid must initial any interlineation, alteration or erasure.
 - 5. All requested Alternates shall be bid. If no change in the Base Bid is required, enter "No Change."
 - 6. Bids shall not contain any conditions or qualifications whatsoever.
 - 7. Bids shall include an allowance for permits and licenses in connection with all or any portion of the work.
 - 8. All coordination needed to procure and obtain the required permits and licenses necessary to perform the work in its entirety shall be the responsibility of the bidder/contractor. Payment under this allowance

shall be for the actual permit or license fee(s). Additional costs to procure such permits or licenses will not be reimbursed to the bidder/contractor. Refer to section 00700 Standard Contract Requirements, Clause 35.

- B. Bid Security, See Section 00700 Standard Contract Requirements, Section 10.1.
 - 1. Each Bid shall be accompanied by bid bond as per the requirements of the Standard Contract Requirements for Public Works Contracts.
 - 2. Bid Bond shall be issued on form included in the Loose Proposal Package.
 - C. Submission of Bids
 - 1. The Bid, bid security, and other required documents shall be enclosed in a sealed opaque envelope identifying the Project name, the Bidder's name and address and the designated portion of the Work for which the Bid is submitted. If the Bid is sent by mail, enclose the sealed envelope in a separate mailing envelope with the notation "Sealed Bid Enclosed" on the face thereof.
 - 2. Deposit Bids at the designated location prior to the time and date for submission of Bids indicated in the Invitation to Bid, or any extension thereof made by Addendum. Bids received after the time and date for submission of Bid will be rejected.
 - 3. The Bidder shall assume full responsibility for timely delivery at the location designated for submission of Bid.
 - 4. Oral, telephonic or telegraphic Bids are invalid and will not receive consideration.
 - D. Modification or Withdrawal of Bid
 - 1. A Bid may not be modified, withdrawn or canceled by the Bidder after the time and date designated for the receipt of Bids except as provided in the Standard Contract Requirements for Public Works Contracts.
 - 2. Prior to the time and date designated for receipt of Bids, any Bid submitted may be modified or withdrawn by notice to the party receiving Bids at the place designated for submission of Bids. Such notice shall be in writing on company letterhead under the signature of the Bidder.
 - 3. Withdrawn Bids may be resubmitted up to the time designated for the submission of Bids provided that they are then fully in conformance with these Instructions to Bidders.
- 1.10 CONSIDERATION OF BIDS
- A. Opening of Bids: Properly identified Bids received on time will be opened publicly.
 - B. Rejection of Bids: The PRA has the right to reject any or all Bids and to reject a Bid not accompanied by data required by the Bidding Documents, or to reject a Bid which is in any way incomplete or irregular.
 - C. Acceptance of Bid (Award)

1. It is the intent of the City to award a Contract to the lowest responsive and responsible Bidder.
2. If Alternates are to be included in the award, they will be accepted in the order listed.

1.11 CONTRACT PROCESSING

- A. Successful bidder shall be mailed Contract forms from Philadelphia Redevelopment Authority (PRA), 1234 Market Street, 16th Floor, Philadelphia, PA, Attn: Robert LaBrum, Director, Design and Construction and shall return properly executed contract forms and bond forms within ten (10) working days Philadelphia Redevelopment Authority (PRA), 1234 Market Street, 16th Floor, Philadelphia, PA, Attn: Robert LaBrum, Director, Design and Construction
- B. The PRA may vacate awards for failure to comply with provisions above.

1.12 PERFORMANCE BONDS

- A. Bond Requirements: Bidder shall furnish bonds covering the faithful performance of the Contract and the payment of all obligations arising thereunder per the requirements of the Standard Contract Requirements and other requirements of the Bidding Documents.
- B. Bidder shall provide and furnish bonds to the contract limit which includes the contingency.

1.13 INSURANCE CERTIFICATES

- A. The successful Bidder will not be permitted to start any Work under the Contract until certificates covering all insurance requirements are submitted per the Standard Contract Requirements and other requirements of the Bidding Documents.

1.14 PRE-BID INFORMATION

- A. Pre-bid information regarding the Project is correct and current at the time it is issued, and is offered to obtain Bids.
- B. The pre-bid information cannot be guaranteed to remain correct in every detail throughout the time preceding the signing of the Contract due to such variables as changes in budget, labor and material markets and anticipated date of issuing the notice to proceed.

1.15 INFORMATION AVAILABLE TO BIDDERS

- A. Geotechnical Information
 1. Not applicable
- B. Site Visit
 1. Bidders shall make themselves familiar with all readily observable features of the Project Site. Readily observable features include spaces above lay-in ceilings, behind access panels and other similar areas not normally exposed to view but easily accessible.
 2. Bidder shall not rely solely on Contract Drawings or Record Drawings.
 3. Uncovered conditions differing substantially from those indicated on Record Drawings and not observable during the pre-bid visit will be considered for modification to the Contract.

C. Record Drawings

1. Record drawings of existing construction can be made available to Bidder at cost of reproduction for use in preparing bids.
2. Record Drawings were used for design purposes only, and shall not be used for construction.
3. The Record Drawings are attached and identified in Section 00015 "List of Drawings".

PART 2—PRODUCTS Not Used

PART 3—EXECUTION Not Used

END OF SECTION